Account Activation

Introduction	This section of the document will show how an authorized user can activate an existing employer account with DUA. The set of instructions here are applicable to employers registered with DUA before December 7, 2009 and have received a correspondence via U.S. mail about activating their account in the QUEST system. The instructions here will not be applicable if you are a new employer registering with DUA for the first time. IMPORTANT: The person completing the account activation for the UI employer account will be the System Administrator by default and will have access to all information in the employer's account. This means the system administrator will be able to view information, make changes, complete transactions, and give online access to other users in this account. Therefore, the person chosen by the employer to activate the account should be a highly trusted employee

Step-by-Step Instructions:

1. Go to the following web page to begin account activation – *www.mass.gov/uima*

2. *Click on the link 'Account Activation'. . The following page will appear.* Enter your employer account number and the password received in the mail. Click 'Next' to continue.

Logon		* Indicates Required Field
Employer Registration System Availability User Guide Returning Employer **Account Activation**	**Activate Your Account** You can activate your account by completing just a few quick steps. To begin, enter your Employer Account Number(EAN) and the Activation Password you received and select 'Next'. If you need to access your account prior to receiving your permanent logon credentials, you may use the login information from your activation letter for the next 30 days. Employer Account Number(EAN): [ ] * Activation Password: [ ] * [Next]	

(PLEASE TURN OVER)

3. The following page will appear. Read the information displayed and click 'Next' to continue.

4. The following page will appear. You will be requested to enter the administrator information. Complete this section and click 'Next' to continue.

5. The following page will appear where you will be asked to enter the contact information. Complete the information and click 'Next' to continue.

6. Continue to enter the business information and click 'Next'.

7. You will be asked to verify your legal address that already exists in the system. Click 'Next' to continue.

Logon

Employer Registration
What's New
System Availability
User Guide
Returning Employer
Account Activation

① → ② → ③ → COMPLETE
Employer Information | Business Information | Owner/Officer Information

Employer Information

Employer Account Number: XXXXXX   Employer Name: XXXXXXXXXXXXXXXX

Legal Address

Please confirm, or make modifications to your Legal Address. This address cannot be a Post Office box. Do not enter a client site, other temporary job site, or employee home address.

Address Line 1: XXXXXXX *
Address Line 2:
City: BOSTON *
State: MA - Massachusetts
Zip Code: 02215
Country: US - United States Of America *
Phone: 617-000-0000   ext:
Fax:
EMail:

[Previous] [Next]

---

8. The following screen will appear. Complete the requested information and click 'Next' to continue.

Massachusetts Department of **Workforce** *Development*

Logon

Employer Registration
What's New
System Availability
User Guide
Returning Employer
Account Activation

① → ② → ③ → COMPLETE
Employer Information | Business Information | Owner/Officer Information

Employer Information

Employer Account Number: XXXXXX   Employer Name: XXXXXXXXXXXXXXX

Massachusetts Physical Location

Does this employer have a Physical Location in Massachusetts?(This cannot include a P.O box or client site or employee home address)   ○ Yes ○ No *

[Previous] [Next]

---

9. The following screen will appear. Complete the requested information and click 'Next' to continue.

Massachusetts Department of **Workforce** *Development*

Logon

Employer Registration
What's New
System Availability
User Guide
Returning Employer
Account Activation

① → ② → ③ → COMPLETE
Employer Information | Business Information | Owner/Officer Information

Employer Information

Employer Account Number: XXXXXX   Employer Name

Massachusetts Physical Location Address

Please enter, confirm or make modifications to your MA physical location address. This address cannot be a Post Office box. Do not enter a client site, other temporary job site, or employee home address.

Same as: None
Address Line 1: XXXXXXXXXXX
Address Line 2:
City: BOSTON
State: **Massachusetts**
Zip Code: 02215-0000
Country: **United States Of America**
Phone: 617-000-0000   ext:
Fax:
EMail:

[Previous] [Next]

10. The following screen will appear. Begin entering the owner/officer information by completing the requested information. Click 'Add' to continue.

*NOTE: If you are adding a legal entity as owner/officer, the only identifying information provided should be the name of the Legal Entity and FEIN. If an individual is being added as owner/officer, the only identifying information provided should be the individual's name and SSN. **Do not enter both sets of identifying information under the same record.***

(PLEASE TURN OVER)

4. The following page will appear, summarizing the owner/officer information you just entered. Click **'Next'** to continue with the activation process.

(PLEASE TURN OVER)

11. The following screen will appear, confirming that your account activation is complete.